

District 46 Expense Request Form 2023

Date Submitted:

This form is to be completed for expenses paid out of pocket when requesting reimbursement or an advance for services approved by the district, by guidelines or by motion. Copies of receipts and maps to confirm mileage should be attached upon completion of the event, including reconciliation with advance.

Check One:

Reimbursement:

Advance:

Event or Meeting Description:

Date of Event:

Submitted by:

Service Position:

Meeting Expenses:

Registration Fee

Travel (provide online calculation)

of mile traveled

For IRS Rate(2023): \$.655/Mile

For gas only, provide receipts

Describe Alt. reimbursement up to IRS rate

Mileage amount by method selected

Parking, Ferry Tolls, Bridge (receipts):

Lodging

Food

Other (describe):

TEXT

Total Meeting Expenses for this event

Other Expenses:

	Description	Date	Amount
Copies:			
Literature:			
Other:			

Total expenses this request:

Less advance already received:

Amount of reimbursement requested:

OR

Amount of advance being requested:

Send to District 46 Treasurer:

Attn: District 46, PO Box 484, Anacortes, WA 98221
360-630-0060 dist46treasurer@area72aa.org

Mail Payment to this address:

OR

I will pick up payment at: